



***Independent Oversight:
Getting Your S&S Awareness Program
Ready***

Briefing for the
Security Awareness Special Interest
Group Workshop

April 29 - 30, 2008



Independent Oversight: Getting Your S&S Awareness Program Ready



Review Reference Documents

- DOE O 470.4, Safeguards and Security Program
- DOE M 470.4-1, Chg 1, Safeguards and Security Program Planning and Management
- DOE M 470.4-5, Personnel Security



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Conduct Self-Assessments

- Ensure Compliance with S&S Requirements
- Evaluate Performance
- Use Inspection Tools to Help Determine Program Effectiveness
- Identify and Take Action on Deficient Areas
- Ongoing Process



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Review previous Oversight Inspection Reports

- Understanding Other DOE Sites Program Status
- Determine Positive and Negative Program Aspects
- Identify Deficient Areas and Review Opportunities for Improvement
- Correlate Other Site Status with Your Program



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Supplemental Awareness Materials

- Periodically Reviewed and Updated
- Applicable to Local Safeguards and Security-related Problems



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S&S Awareness Briefings

- Review Briefings to Determine the Adequacy of the Content
- Review Process Used to Ensure that the Completion of Briefing Requirements are Documented and Recorded
- Ensure Computer-based Awareness Briefing Programs Measure that an Individual has Actually Reviewed the Material Before Being Given Credit for Completion



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SF-312

- Signed After Receiving the Comprehensive Briefing
- Maintenance of Completed SF-312 for All Individuals
- Confirm Security Badge Issue after Completing Briefing

DOE F 5631.29

- Signed and Returned to the Servicing Personnel Security Organization
- Is Form Annotated When the Individual is not Available or Refuses to Sign the Termination Statement?
- Actions Taken for Those Not Available to Complete



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Personnel Security Inspectors Guide

- Available online at:
[www.hss.energy.gov/indepoversight/
secevaluations/docs.html](http://www.hss.energy.gov/indepoversight/secevaluations/docs.html)
- Contains useful tools



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QUESTIONS?